

BID SOLICITATION FORM
(Use of this form is Optional.)

DCR Grant Number:		Date Needed:	
Project Sponsor:		Quotes Solicited By:	
Description of Goods or Service to be Provided: <i>Below, provide a description of the goods or services to be provided or attach a copy of the specifications used with the bid solicitation.</i>			
VENDOR DETAILS	BIDDER #1	BIDDER #2	BIDDER #3
Date Contacted			
Vendor's FIN or SSN			
Vendor's Name			
Vendor Address			
Contact Person			
Phone Number			
Email Address			
FACTORS/BID INFO:	BIDDER #1	BIDDER #2	BIDDER #3
Labor Costs	\$	\$	\$
Materials Costs	\$	\$	\$
Total Bid Price	\$	\$	\$
Payment Terms			
Performance Period			
Other Information			
Comments: <i>(Use if unable to obtain four bids or to justify not using low bidder.)</i>			